

# McMaster Children's Party Committee (MCPC)

## Terms of Reference

### Mission Statement

To aid in the University's mission as stated in the "Refining Directions" of building an "inclusive community" and to "serve the social and cultural needs of our community and society" the Committee strives to promote a strong sense of community spirit through the organization and execution of the McMaster Children's Party for McMaster University employees, retirees and their families.

### Party Format

- Party to be held on McMaster's campus
- Saturday event – typically the last Saturday in November or first Saturday in December
- A welcoming, fun atmosphere, suitable for children up to age 12
- Activities, crafts and games open to all children
- Refreshments will be provided as part of the ticket cost
- Each child to receive an age-specific gift

### Purpose of the Committee

Through excellence in the party organization, implementation and feedback, the Committee strives to continually provide a fun, activity-laden, inclusive event for the children of the McMaster community.

### Committee Membership

1. The Committee is comprised of no less than (10) McMaster employees, as representative of the employee population as possible, which includes future campuses, who contribute their time on a voluntary basis. Membership on the Committee is for a minimum of two years and will not exceed five years. These terms are applicable to members who join the committee in 2010 or later.
2. Previous members can reapply for membership following an absence of two years.
3. Should a committee member withdraw during their term, they will not be replaced until the following cycle. The Committee will proceed towards party preparation as planned with fewer members.
4. When a position becomes vacant, a Call for Participation will be advertised to all McMaster employees, at the discretion of the Chairs. Interested candidates will be asked to submit a short paragraph indicating their relevant experience, skills and attributes for this position. The decision will be made by the Committee, and will take place prior to the launch of planning for the following year. Applications will be kept on file for one year.
5. At least one additional non-voting member from Human Resources Services provides administrative and facilitation support to the Committee.
6. The Committee is guided by a Chair (or Co-Chairs) who is nominated and voted in by members of the MCPC. The term of the Chair(s) is one year. A Vice-Chair will also be elected to 'shadow' and assist the Chair with committee responsibilities throughout the year. The following year, the Vice-Chair will transition to the Chair role and a new Vice-Chair will be elected.
7. To be eligible for Chair or Vice-Chair position, the member must have served on the committee for at least one full planning year. If no existing member on the committee is interested in being a Chair or Vice-Chair, the existing Chair or Vice-Chair may continue.
8. Each member will demonstrate a commitment to the success of the Party by attending meetings, participating in discussions, working collegially, and being fair and equitable in the distribution of work.
9. Within the MCPC are eight sub-committees:
  - a. Draw prizes and Raffles
  - b. Entertainment & Decorations
  - c. Facilities
  - d. Food
  - e. Games and Crafts
  - f. Gifts and Goodie Bags
  - g. Publicity & Sponsorships
  - h. Volunteers

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Sub-committees will be comprised of at least two members of the MCPC, one of whom is appointed as Chair. The sub-committee reports regularly to the MCPC and should consider suggestions made by the MCPC regarding the direction and completion of their task.

### **Frequency of Meetings**

From January to August, the Committee meets on a monthly basis. In September, the Committee meets bi-weekly and this moves to weekly in November until the Party takes place. Sub-committees meet regularly between these times, providing progress reports to the main Committee.

Every effort is made to hold these meetings during the lunch hour (12:00 noon to 1:30 pm). Although participation is voluntary, a committee member may need to make arrangements with their supervisor to attend the meetings. Supervisors are encouraged to make these arrangements work wherever operationally feasible.

### **Role of Facilitator**

The non-voting member(s) from Human Resources Services is an integral and valued part of the MCPC. They are responsible for the following administrative tasks:

- Arranging MCPC meetings
- Meeting with the Chair prior to each meeting to plan the agenda
- Printing of party materials, if necessary
- Electronic party registration
- Updating and maintaining the MCPC website
- Arranging rental/entertainment contracts
- Payment of party expenses
- Accountable for budget and management of funds
- Completing the final report in collaboration with the Chair
- Other duties as agreed upon between the Committee Chair and Human Resources

### **Party Resources**

The Children's Party has been allocated \$15,000 from the University, and other expenses are self-supporting through ticket sales. Monies are allocated to five main areas of expense: food and refreshments, entertainment, gifts and goody bags, crafts/games/prizes, venue and rental equipment. The distribution of resources may change from year to year depending on party requirements and committee decisions.

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